

2016 Year-End Processing Sequence
Last Updated December 12, 2016
Subject to further update

1. **Produce CONEXIS S1DEC16 file** (due at UCOP 12/02/16)
Note: Depending on campus scheduling, this step may occur before or after any of the following five steps.
2. **Compute:** Last cycle for November Earnings
3. **Apply ACA Standard and Initial Measurement release:** (R2235) Install after output from November ACA Initial Measurement has been processed in an EDB update.
4. **Annual ACA Standard Measurement:** All BYH payments effective through 10/31/16 need to have been processed and paid through PPS. This process produces 2 transaction file outputs. Do not process the X1 “assigned” BELI transactions until after Monthly Periodic Maintenance to begin December.
5. **EDB Maintenance:** Post the X1 “secondary” BELI transactions generated from the annual ACA Standard Measurement process.
6. **Month End Reporting:** for November Earnings
Note: Carrier files are due at UCOP by noon on 12/08/16.
7. **Monthly Periodic Maintenance:** Begin Month 12
8. **Apply Open Enrollment 2017 release:** (R2237) Must be installed immediately after monthly periodic maintenance to begin Month 12 and prior to posting Open Enrollment I activity.
9. **CTL Update:** Apply Advance Updates (R2250: Advance Year-End Transactions)
It’s best to process as early as practical after Monthly Periodic Maintenance, to avoid OLRC abends in calendar December, eg. PPBEN* rate not found.
10. **Run PPP570 (ADVC):** Advance Benefits only (‘ADVC’ in spec card)
11. **EDB Maintenance:** Post PPP570 (ADVC) activity, Open Enrollment I activity (2017 enrollments), and the X1 “assigned” BELI transactions generated from the annual ACA Standard Measurement process.
Do not combine with regular campus input.
12. **Compute:** First cycle for December Earnings paid in December (BW ending 12/03/16 or XX)
Note: Some campuses may not have any computes with December earnings paid in December.

Conversely, some campuses may have more than one such compute run prior to the cutoff for the CONEXIS S2DEC16 file (next step).
13. **Produce CONEXIS S2DEC16 file** (due at UCOP 12/16/16)
14. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/17/16 or XX)
15. **Produce CONEXIS S3DEC16 file:** Last activity for 2016 (due at UCOP 01/02/16)
Note: This file must be produced prior to the Calendar Year Periodic Maintenance step (below) Reminder – If this runs in January it should have a run spec year of 2016
16. **Freeze EDB and CTL:** for year-end tax reporting
17. **CTL Update:** Apply Year-End updates. (R2252) Tax table updates. Depending on the year, the release may also include qualified parking/commuter rates updates, FSA and HSA limit updates, taxable wage base change for Social Security OASDI, and Plan deferral limits for 403(b) and 457(b).
18. **Calendar Year Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (2016 Health FSA and DepCare FSA enrollments are cleared and MAC 2017 values are set)
19. **EDB Maintenance:** Post Open Enrollment II activity (2017 Health FSA, DepCare FSA, and TIP changes).
Do not combine with regular campus input.
20. **Generate X1 transactions for the HSA contribution GTNs for continuing HSA participants:** PPP575 run spec is 2017. Note: This cannot be run until after Open Enrollment II transactions are applied to the EDB.
21. **EDB Maintenance:** Post PPP575 transactions.
22. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/16 or XX)
23. **Produce CONEXIS S1JAN17 file** (due at UCOP 01/03/17 by 6am) Reminder – If this runs in December, it should have a run spec year of 2017
24. **Compute:** Last cycle for December Earnings paid in January (BW, MA ending 12/31/16 or XX)
25. **Daily Periodic Maintenance:** Daily for 01/01/17 (Roll OE changes effective 01/01/17 from Future to Current).
26. **Month End Reporting:** for December Earnings - 2017 VSP enrollment plan codes will be reflected in the carrier file. Note: The UCRS Payroll Activity/MEM730 file is split as usual (Old year/New year); this occurs at January Month End as well.
27. **Monthly Periodic Maintenance:** Begin Month 01 (updates employee age as of January 1; rolls MCB Future to MCB Current)

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28. **Generate ACA Year-End File for ACA Web System:** Programs: PPP782, PPP783, PPP784, PPP786, PPP787, PPP788

Note: Must take place after Month End Reporting for December Earnings where the DEC16 carrier file is produced. Carrier files from DEC15 to DEC16 are required input to PPP782.

29. **EDB Maintenance:** Post 1/1 merits and range adjustments, if any. This year we are expecting HX and NX range adjustments effective 1/1.

30. **Run California Minimum wage (R2239) and Range Adjustments:** 1-time update to increase employee pay rates. Can be scheduled at site convenience but must precede 2 events: 1) Generation of timesheets or rosters for the bi-weekly compute for the bi-weekly compute for pay period end date 1/14/17, and 2) execution of PPP570 in BOTH mode

IMPORTANT: Steps 31 through 37 should be processed in one night

31. **Apply Disability 2017 release Part 1 and run One-Time Process Part 1:** (R2234)

32. **CTL Update:** Apply Arrears Updates (R2251 Arrears Year-End Transactions)

33. **EDB Maintenance:** Post Open Enrollment III activity, if any. THIS YEAR ACTIVITY IS EXPECTED. Do not combine with regular campus input.

34. **Apply Disability 2017 release Part 2 and run One-Time Process Part 2:** (R2234)

35. **Run PPP570 (BOTH):** Both Arrears and Advance Benefits (updates MCB Future).

36. **EDB Maintenance:** Post PPP570 (BOTH) activity. Transactions from Disability release R2234 One-Time Process Part 2 may be included. Do not combine with regular campus input.

37. **Apply Disability 2017 release Part 3 and run One-Time Process Part 3:** (R2234)

38. **Compute:** First cycle for January earnings (BW ending 1/14/17 or XX)

39. **Generate DA Transactions for Old Tax Year EDB:** Run PPP606 (health cost data) and PPP607 (adds HSA employer contributions to CA taxable gross). Both programs are intended to be run against the old tax year EDB.

40. **Compute:** Process PPP606 and PPP607 DA transactions in an old year cleanup compute. OK to combine with campus transactions.

41. **Apply 2016 W-2 Release** (R2247)

42. **Perform 2016 Tax Reporting**

Notes:

Union Roster Holiday: There will be no Union Roster Holidays at the end of 2016 as in previous years.

The final 2016 roster run will be scheduled for Monday 12/26/16, producing the W4DEC16 roster. The first 2017 roster run will be W1JAN17; it is scheduled for production on Monday, 01/2/17 and will be a full ('MONTHLY') roster file run.

IVR/Web transaction Holiday: IVR/Web transaction generation will be on a holiday schedule from Friday, 12/23/16, through Monday, 01/02/17, so no actual transactions will be generated on those days. Empty transaction files containing only batch headers will be produced each of those afternoons, using the normal naming conventions. The last normal transaction generation before the holiday period will occur Thursday afternoon 12/22/16. The next normal transaction generation will occur Tuesday afternoon 01/03/17.

The nightly processing of IVR update files submitted by locations will continue for those locations where jobs may continue to run, although we do not require delivery of such files on holidays. Any update activity submitted by the cutoff time on Monday through Friday will be posted to the IVR database early the following am. Note regarding Tier 2016 elections: The holiday includes the new 2016 tier elections as these are part of the IVR/Web transaction family. Tier 2016 elections will be held back during the IVR/Web transaction holiday and will appear in the 1/3/17 file.

SLIS Weekly File Holiday: Two sets of weekly files (employee, appointment, and distribution) scheduled for Monday, 12/26/16 and 1/02/17, should not be produced. Creation of these SLIS files will resume on Monday, 01/9/17.